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# Annual Reports

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MONTANA  
STATE LIBRARY  
COMMISSION

Montana State Library



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MONTANA STATE LIBRARY  
COMMISSION

**ANNUAL REPORTS**

1969 and 1970



DAVID R. HOFFMAN  
ACTING STATE LIBRARIAN

Telephone: 449-3004  
930 East Lyndale Avenue  
Helena, Mont. 59601



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## Letter of Transmittal

The Honorable Forrest H. Anderson  
Governor of the State of Montana  
State Capitol Building  
Helena, Montana 59601

Dear Governor Anderson:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1969.

This report is prepared as an interim document, following the Commission's final biennial report, issued in 1968, and the annual report for the year ending June 30, 1970. It follows the format of the latter report, lacking the special sections on recommendations, and is designed to accompany that report in making a continuing record of the Commission's activities.

In addition to on-going programs of the Commission, three special activities during the year lend particular emphasis to a program of on-going library service in the state.

The State Library began funding of an experimental processing center, at the Billings Public Library, looking toward the possibility of a single cataloging and processing center which might serve the bulk of public libraries in the state, as well as the State Library. If successful, such a program will permit directing staff energies at the participating libraries toward additional service to readers.

State Library staff members began work with other librarians, library board members, and laymen in the state, on a project of drafting public library standards which were ultimately presented to the Commission for consideration toward adoption pursuant to R.C.M. 44-131(8).

The opening of a walk-in library for inmates at the State Prison in September 1968, in a basement room under the theatre stage, was followed during the legislative session in 1969 by the authorization of construction of a more adequate facility for the library, signalling progress in over-all institutional library service.

Sincerely,

David R. Hoffman  
Acting State Librarian

## STATE LIBRARY COMMISSION

Officer Term of Office	Home Address
Mrs. Velma Pemberton 1964 - 1970 Chairman 1968 - 1969	Broadus, Montana
Michael J. Traynor, Chairman 1967 - 1971	Scobey, Montana
William P. Conklin, Vice-Chairman 1969 - 1972	1026 Fifth Avenue North Great Falls, Montana
The Honorable Harriet Miller, Member Ex-officio (State Superintendent of Public Instruction) 1957 - 1969	Helena, Montana
The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) 1969 -	301 West Lawrence Helena, Montana
Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) 1966 -	426 McLeod Avenue Missoula, Montana

### PRINCIPAL ADMINISTRATIVE OFFICERS

Ruth O. Longworth, State Librarian

David R. Hoffman, Coordinator of Library Development

### OFFICE

930 East Lyndale Avenue, Helena

## LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's State Plan under the Library Services and Construction Act outlines procedures and priorities in

meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. This plan is on file at the State Library.

Annual programs for the expenditure of moneys under LSCA are submitted through the Office of the Federal-State Coordinator.

## PRINCIPAL GOALS

The State Library's goals are:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the **Montana Public Library Standards**.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available state-wide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

## PROGRAM INVENTORY

Program	Cost, 1968-69
Library Services and Development	\$685,229
Library Networks .....	41,610
Institutional Library Service .....	65,971
Library Service for Blind and Handicapped .....	27,332
	<hr/>
	\$820,147



## ANALYSIS OF PROGRAMS

### 1. LIBRARY SERVICE AND DEVELOPMENT

**Service provided:** Library service (information, reference, lending) to officers and employees of state government, local public libraries throughout the state (to supplement their resources), and directly to those residents of the state who have no direct access to public libraries. Consultant advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. Distribution of state publications to depository libraries.

**Objectives:** Through the development of the State Library collection and working with other libraries to provide prompt library service to any employee of the state government; and to have available those materials which public libraries throughout the state may need in order to supplement their own collections. To encourage the development of quality public library service throughout the state in order that every Montanan may have access to good service at the local level.

**Target groups:** All residents of the State are included in the target group for this program.

**Achievements:** During the year, the State Library continued to build its resources to supplement the library resources held locally across the state and to supply library service to those persons still without local libraries; its staff was strengthened through the establishment of the position of Coordinator of General Library Service (still vacant at the end of the year) to be responsible for the further development of all "in-house" library service; its decision to participate in a program of centralized cataloging and processing to be provided at the Billings Public Library in fiscal '70 and thus to phase out a considerable operation at the State Library marked an effort to permit further assignment of staff time to developing the collection and serving users.

Two scholarships for graduate study in library school were awarded to qualified applicants who

agreed, upon completion of schooling, to return to Montana to work in public library federations.

In the federation program, Powder River County decided, in 1969, to begin participation in the Sagebrush Federation of Libraries on a paying basis in 1970. A new bookmobile was purchased with LSCA funds for the Northwest Federation of Libraries, replacing a unit acquired in 1961. Remodeled library buildings were occupied in Billings and Kalispell, permitting greatly improved service to library users and the federations of which these libraries are key members; LSCA Title II funds went to these and other projects.

In January 1969, at the invitation of the State Library, the Library Development Committee of the Montana Library Association began a project of drafting standards for Montana's public libraries. During the balance of the year, meetings of the Committee, its subcommittees, the full Library Association at its annual conference, and a series of four workshops for public library trustees had served as review groups for drafts of the standards, which were planned for recommendation to the State Library Commission in fiscal '70. The Commission is legally empowered to fix standards for public libraries.

### Cost and Performance Summary:

	—FISCAL YEAR—	
	Historic 1967-68	Current 1968-69
<b>COST</b>		
Library Service Operation	\$184,505	\$192,740
Library Development .....	152,794	492,489
<b>PERFORMANCE</b>		
State Library collection (volumes) .....	103,967	120,328
State Library circulation.....	57,440	52,797
Counties participating in federations or demonstrations .....	16	16
Construction projects completed .....	2	4

## 2. LIBRARY NETWORKS

**Service provided:** Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user of his local collection. Telephone communication is used for the bulk of requests from local libraries to the State Library, and from the State Library to other resource centers within the state.

**Objectives:** To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

**Target groups:** Because this program is designed to improve access to all library materials for all Montanans, the target group is the entire state population.

**Achievements:** An in-WATS telephone line permits public libraries direct, toll-free communication with the State Library, linking virtually every community in the state with the resources available in the state capitol. Requests for interlibrary loan and reference service move from local libraries to the State Library, and then through the state's leased telephone lines to the University of Montana or other sources as situations dictate.

James Marvin's report, "A Plan for Library Cooperation in Missoula County, Montana", funded under this program in 1968, was published by the author and distributed by the State Library early in fiscal '69, and was the basis of a series of workshops held in December 1969, at which interaction and coordination of library effort at all levels within the community were stressed. More than 200 persons, representing all library interests in the state, attended; the workshops were held in Great Falls, Billings, Missoula, and Glasgow.

Funds in this program also supported the publication of a directory of library resources in the state compiled from data gathered by the Montana Student Librarians, in an attempt to aid stu-

dents and others "who want a quick way to know what materials are available and where they can find them".

The State Library and its counterparts in Idaho and Wyoming, and the state library association executive boards of the three states participated in a workshop held in Great Falls in March 1969, on the joint roles of the state library and state library association in planning for development and coordination of libraries on a state-wide basis.

The State Library has been represented at discussions of the proposed WICHE program of continuing education for library personnel; although Montana has not contributed financially to the preliminary studies toward this program, its interests in the development of an effective continuing education program are substantial.

### Cost and Performance Summary:

	—FISCAL YEAR—	
	Historic 1967-68	Current 1968-69
COST .....	\$ 40,505	\$ 41,610
PERFORMANCE		
Interlibrary loan transactions .....	1,388	1,667

## 3. INSTITUTIONAL LIBRARY SERVICE

**Service provided:** Library service to residents and inmates of state-supported institutions, through the following means: maintaining a library with proper collection and staff on site; providing consultant assistance and loans of materials to already established library facilities; contracting with a strong public library in the area to provide library service through bookmobile, deposit of books, and open access to that library's collection.

**Objectives:** To offer to inmates and residents of the institutions a high quality library service equal to that available in the best public libraries, and the integration of that service with rehabilitation and therapy programs in the institutions.

**Target groups:** Residents and inmates of state institutions, about 3,500 persons.

**Achievements:** The State Library's Institutional Service program saw a measure of its effectiveness in action by the Legislature this year: in addition to increasing substantially the library's budget for the 1969-71 biennium, the legislature authorized the sale of bonds to finance the construction of a new library facility at the State Prison, the first specifically designed facility in the institution's nearly one hundred years of existence.

In addition, shelving to house a collection of books at the prison ranch's dormitory was purchased, and a collection of approximately 1,000 new titles was selected for use in this facility. Men assigned to the ranch had previously had access only to a collection of gift books.

A scholarship grant was made during the year to enable a member of the staff to attend library school, beginning in September 1969, to prepare for eventual supervision of the institution program.

Service at other state institutions includes a branch library operated at the Warm Springs State Hospital, with paid staff in charge on a forty-hour weekly basis, and contractual service at the remaining institutions, through bookmobile, deposit collections, and regular visits by the librarian, provided by strong public libraries located near these institutions.

#### Cost and Performance Summary:

	—FISCAL YEAR—	
	Historic 1967-68	Current 1968-69
<b>COST</b> .....	\$ 38,000	\$ 65,971
<b>PERFORMANCE</b> (two examples)		
Circulation, State Prison....	(1)	20,138
Cumulative total of patients using library, Warm Springs .....	247 (2)	7,579

(1) Library opened in September 1968

(2) Library opened in May 1968

#### 4. LIBRARY SERVICES FOR THE PHYSICALLY HANDICAPPED

**Service provided:** General library service to any resident of the state who because of a visual or physical handicap is unable to read normal print or hold a book or magazine or turn pages.

The program provides Talking Books and Talking Book machines; books on magnetic tape; Cassette players and books on Cassette tapes; large type books; and a contract with the regional library in Seattle, Braille materials.

**Objectives:** To make available to this group the variety and depth of library materials available to an unhandicapped sighted person.

**Target group:** Visually and/or physically handicapped persons who because of disability are unable to use conventional library materials.

**Achievements:** 1969 was the first full year for the Montana State Library's Division for the Blind and Physically Handicapped. This division was activated in January 1968 as a Regional Library for the Blind and Handicapped, so designated by the Library of Congress. Most of the achievements during the year were in establishment of operating procedures and developing contact with eligible persons.

The State Library works closely with the other state agencies serving visually handicapped persons (i.e., the Division of Visual Services of the Department of Welfare, the State School for the Deaf and Blind, and the State Department of Public Instruction) and with private agencies, in order to reach more eligible persons and to assure them of the best service possible by state government agencies.

When records were transferred to the State Library from the Seattle Public Library, which formerly served Montana's blind readers, some 546 persons were listed as patrons. During the initial months of operation of this program many of these names were identified as inactive readers. During the twelve months ending December 1968, however, 145 new readers participated in the program for the first time.

#### Cost and Performance Summary:

	—FISCAL YEAR—	
	Historic 1967-68	Current 1968-69
<b>COST</b> .....	\$ 23,750	\$ 27,332

#### PERFORMANCE

Individuals using service  
regularly at end of year.... Unknown (1) 614

(1) Files at end of year listed many inactive names transferred in at beginning of program and not withdrawn during year.



# **PROGRAM COSTS BY OBJECT OF EXPENDITURE AND SOURCE OF FUNDING**

**1968-69 Fiscal Year**

**PROGRAM—  
LIBRARY SERVICE AND DEVELOPMENT**

<b>OBJECT OF EXPENDITURE</b>	
Personal Services .....	\$ 90,686
Operations .....	79,879
Capital .....	22,175
Grants and Benefits .....	492,489
Total Expended .....	\$685,229

<b>SOURCE OF FUNDING</b>	
General Fund .....	\$ 75,000
Federal and Private Revenue Fund—Library Commission Account.....	43,105
Federal and Private Grant Clearance Fund— Library Development Account .....	567,124
Total Expended .....	\$685,229

**PROGRAM—  
LIBRARY NETWORKS**

<b>OBJECT OF EXPENDITURE</b>	
Personal Services .....	\$ 18,863
Operations .....	13,424
Capital .....	6,276
Grants and Benefits .....	3,047
Total Expended .....	\$ 41,610

<b>SOURCE OF FUNDING</b>	
General Fund .....	\$ 0
Federal and Private Revenue Fund—Library Commission Account .....	0
Federal and Private Grant Clearance Fund— Library Commission Account .....	41,610
Total Expended .....	\$ 41,610

# **PROGRAM COSTS BY OBJECT OF EXPENDITURE AND SOURCE OF FUNDING**

**1968-69 Fiscal Year**

**PROGRAM—  
INSTITUTIONAL LIBRARY SERVICE**

**OBJECT OF EXPENDITURE**

Personal Services .....	\$ 17,600
Operations .....	6,704
Capital .....	41,667
Grants and Benefits .....	0
Total Expended .....	\$ 65,971

**SOURCE OF FUNDING**

General Fund .....	\$ 25,000
Federal and Private Revenue Fund—Library Commission Account .....	0
Federal and Private Grant Clearance Fund— Library Development Account .....	40,971
Total Expended .....	\$ 65,971

**PROGRAM—  
LIBRARY SERVICE FOR PHYSICALLY HANDICAPPED**

**OBJECT OF EXPENDITURE**

Personal Services .....	\$ 14,310
Operations .....	3,063
Capital .....	9,959
Grants and Benefits .....	0
Total Expended .....	\$ 27,332

**SOURCE OF FUNDING**

General Fund .....	\$ 0
Federal and Private Revenue Fund—Library Commission Account .....	0
Federal and Private Grant Clearance Fund— Library Development Account .....	27,332
Total Expended .....	\$ 27,332

## Letter of Transmittal

The Honorable Forrest H. Anderson  
Governor of the State of Montana  
State Capitol Building  
Helena, Montana 59601

Dear Governor Anderson:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1970.

During this year significant increases were noted in use and lending of library materials, and in serving the special groups to which our institution service and blind/handicapped programs are directed. In the networks program, an experiment with centralized cataloging and processing points to a more efficient future operation for this agency as well as for other libraries in the state. Plans for expended services with the Pacific Northwest Bibliographic Center, and in connection with WICHE programs also promise increased operating efficiency with a modest increase in funding. A significant approach has been made to better coordination of library service to state government offices. At the same time, the State Library must have an increased budget for books and other library materials if it is to meet the growing demands placed upon it, and to provide the kind of rapid access to books and information which are required today.

Mrs. Ruth O. Longworth, state librarian since 1957, retired at the end of July, 1970. It is fitting that this report call attention to her leadership over thirteen years which saw the development of this agency from a very small operation to one of which the people of the state can be proud. Her dedication to library service is firmly imprinted in the public libraries of the state which have made great strides toward a common goal of quality library service for all Montanans.

Respectfully submitted,

David R. Hoffman  
Acting State Librarian

## STATE LIBRARY COMMISSION

Officer Term of Office	Home Address
Michael J. Traynor, Chairman 1967 - 1971	Scobey, Montana
William P. Conklin, Vice-Chairman 1969 - 1972	1026 Fifth Avenue North Great Falls, Montana
Mrs. Parker Davies, Member 1970 - 1973	3023 Stinson Avenue Billings, Montana
The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) 1969 -	301 West Lawrence Helena, Montana
Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) 1966 -	426 McLeod Avenue Missoula, Montana

## PRINCIPAL ADMINISTRATIVE OFFICERS

Ruth O. Longworth, State Librarian  
David R. Hoffman, Deputy State Librarian

## OFFICE

930 East Lyndale Avenue, Helena

## LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's State Plan under the Library Services and Construction Act outlines procedures and priorities in

meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. This plan is on file at the State Library.

Annual programs for the expenditure of moneys under LSCA are submitted through the Office of the Federal-State Coordinator.

## PRINCIPAL GOALS

The State Library's goals are:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the **Montana Public Library Standards**.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available state-wide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

## PROGRAM INVENTORY

Program	Cost, 1969-70
Library Services and Development.....	\$367,601
Library Networks .....	47,639
Institutional Library Service .....	73,078
Library Service for Blind and Handicapped .....	31,252
	<hr/>
	\$509,570



## MAJOR ACCOMPLISHMENTS

### LIBRARY SERVICES AND DEVELOPMENT PROGRAM

**Achievements:** At the beginning of the year the bulk of the cataloging and processing of new books for the State Library was transferred to a processing center established at the Billings Public Library and funded experimentally from Program 3 (q.v.).

A general recognition of the need for broader library service to state government offices was marked by two activities: beginning negotiations which should ultimately lead to the transfer of one of the larger departmental library collections to the State Library, aimed at providing a more comprehensive service to the staff of that department than can be done with a small independent collection; and the award of a travel fellowship to the Deputy State Librarian by the Council on Library Resources, to permit a closer examination of the state government services of other state libraries, with a goal of developing a plan for improving these services in Montana.

The first use of Chapter 263 of the Laws of 1969, permitting an election on the question of establishment of library service, was in June 1970. The voters of Beaverhead County approved the establishment of, and levy of taxes to support countywide service through participation in the Big Sky Federation of Libraries. The State Library, through Title I Library Services and Construction Act, had supported this service on a demonstration basis.

One new public library demonstration began during this year: an extension of service from the Billings Public Library into Big Horn and Carbon Counties, including expansion of services in the Red Lodge and Bridger Public Libraries and the Big Horn County Library (Hardin).

### LIBRARY NETWORKS PROGRAM

**Achievements:** Planning for reorganization of, and expansion of services from, the Pacific Northwest Bibliographic Center was a major activity of this program during the year. The State Librarian represented Montana on a committee with other State Librarians from the region which reviewed the study, **Sharing Resources In The**

**Pacific Northwest**, and made recommendations to the PNBC Council and the parent Pacific Northwest Library Association governing board for action. The State Library's position was developed in concert with other libraries in Montana participating in PNBC. An administrative decision was made at the library to increase our share of the Center's funding during the 1971 fiscal year, but money available for 1971 falls far short of the needed amount to make substantial improvement in the Center's services.

An experimental cataloging-processing center at the Billings Public Library was funded under this program during the 1970 fiscal year and will continue through 1972, with money under Title III of the Library Services and Construction Act. The center has proven the economic combination of these functions for the State Library, the Helena Public Library and several smaller public libraries, and the Billings elementary school libraries with those of the Billings Public Library. The State Library proposes continuation of this program in the future, to be funded under Programs 1 and 3 (see recommendations under these programs) where the purchase of books and other library materials actually occurs.

The State Library's participation in the WICHE Program of Continuing Education for Librarians did not involve funding during 1970, since the major activity was in seeking a director for the program, by the WICHE headquarters staff. A decision was made late in the year, however, to commit \$2,000 from 1971 funds to specific programming activities.

Continuing emphasis was paid during the year to bettering communication between libraries to speed the process of interlibrary lending and reference service. Public libraries throughout the state have access to an in-WATS line to the State Library. The State Library has participated in planning toward the development of improved medical library communications within Montana, and between Montana and the Regional Health Sciences Library, in Seattle.

### INSTITUTIONAL LIBRARY SERVICE PROGRAM

**Achievements:** Funding available to the Department of Institutions for remodeling library

space at the State Prison resulted in completion of plans for the first adequate space for a library program at the institution. State Library funds were encumbered at the end of the year for furniture and equipment for the facility, expected to be open by early September.

Continuing efforts have been made through the year toward strengthening relationships with other institutions, through direct contact and through service by contract from public libraries. In February 1970, representatives from each of the state institutions, the office of the Department of Institutions, and the public libraries serving the institutions, met in Helena for a one-day session, examining progress to date toward quality library service, and discussing problems and possible future programs.

#### **LIBRARY SERVICE TO THE BLIND AND PHYSICALLY HANDICAPPED PROGRAM**

**Achievements:** Increased efforts were made

during the year to identify persons eligible for this service. A strong continuing program is needed since until recently only legally blind persons were eligible, though now anyone with a visual or physical handicap which results in inability to read conventional print or hold books can use materials in this program. An increase of more than 30% in registered users resulted from contacts made with physicians, nursing home administrators, county extension agents, and others.

The introduction, by the Library of Congress (which supplies materials and equipment for this program), of Cassette players and books on cassettes, has made it possible for the State Library to offer a badly needed service to blind or handicapped students and others who need portable machines on which to listen to books, and record lecture notes, etc. A limited number of machines and titles are now available; a considerable increase is expected in the next fiscal year.

### **MAJOR RECOMMENDATIONS**

#### **1. PROGRAM: LIBRARY SERVICE AND DEVELOPMENT**

**REQUIRED IMPLEMENTATION ACTION:**  
**LEGISLATIVE**

**PRIORITY RATING: 1 of 4**

**CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** A substantially increased budget for the library's acquisitions (books, periodicals, microfilms) in order to meet the information and reference needs of government, the public libraries of the states, and the persons who have no local access to libraries. Concurrent with an increase in the materials budget is funding for additional shelving, and cataloging and processing costs for new acquisitions.

**Discussion:** During the year, the State Library circulated 48,713 books to individuals, public libraries, state offices and schools. Another 23,246 books were loaned to public libraries on a long-term basis. But four out of every ten requests could not be filled from the State Library's holdings and had to be referred to other libraries in the state

and outside, for books, periodicals, and government documents not in our collection. While this sharing of resources is useful, it frequently means that persons needing rapid access to information cannot obtain it within the time necessary, and may have to make decisions without a sound factual base. An increase in the State Library's book budget necessarily means a parallel increase in money for shelving. The library's present shelf capacity does not allow significant growth. An increase in the book budget also means an increase in the cost of cataloging and processing new books at the Processing Center. Implementation of these requests, as itemized in the State Library's biennial budget request, will require appropriation of \$272,656 for the biennium.

#### **1. PROGRAM: LIBRARY SERVICE AND DEVELOPMENT**

**REQUIRED IMPLEMENTATION ACTION:**  
**EXECUTIVE**

**PRIORITY RATING: 2 of 4**

**CATEGORY: IMPROVING COORDINATION WITH OTHER AGENCIES OR PROGRAMS**

**Recommendation:** That the State Library continue to study the needs for library service by state offices in and outside of Helena, working with other libraries and studying the positive and negative aspects of centralized state library operations.

**Discussion:** The American Library Association's **Standards for Library Functions at the State Level** point to the need for comprehensive information, reference, and research service for government agencies, the legislature, and courts. In some states, a strong central state library has proven to be the most efficient means to provide this service. In others, various departmental libraries and a state library agency together share the responsibility. Further examination of the resources and resource needs of the several state departments needs to be made, toward determining the most efficient way to meet the information needs of state government.

#### 1. PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

**REQUIRED IMPLEMENTATION ACTION:**  
**EXECUTIVE AND LEGISLATIVE**

**PRIORITY RATING: 3 of 4**

**CATEGORY: IMPROVING COORDINATION  
WITH OTHER AGENCIES OR PRO-  
GRAMS INCREASING EXISTING  
SERVICES**

**Recommendation:** The State Legislature, and the State Library should encourage the further development of multi-county public library federations.

**Discussion:** Increased emphasis on the development of multi-county public library federations is needed in order to make public library service available to persons who live in areas with no library, and to improve the level of service now offered to persons who live at a distance from strong libraries. This may be achieved through a combination of factors:

- a. Fostering continued awareness at the local level that sharing library resources and services through federations permits a more economical library service than is possible when each library works alone.

- b. Increasing the consultant and support staff of the State Library to work with local libraries and governing bodies in planning federations (\$35,740 for the biennium).
- c. Support of the State Library with an adequate general funds budget in order that all Title I LSCA moneys may be used to support public library federation demonstrations.
- d. Development of a means whereby the state can share in equalizing public library support. The present maximum mill rate (4.5 for cities, 3.0 for counties), with the pressure on the property tax dollar for other services, makes it virtually impossible to support public library service at the level required in **Montana Public Library Standards**. More than two-thirds of the states already share, at the state level, in financing public library service.

#### 1. PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

**REQUIRED IMPLEMENTATION ACTION:**  
**LEGISLATIVE**

**PRIORITY RATING: 4 of 4**

**CATEGORY: INCREASING EXISTING  
SERVICES**

**Recommendation:** That a new building to house the state library be provided, adjacent to the capital complex.

**Discussion:** As a library for state government, the State Library is unable to provide service at the optimum level because it is located at some distance from the greatest number of state government offices. The present leased quarters will be filled to capacity by the end of the 1973 biennium.

There is very limited space available for development of walk-in reference service; there is no space available for confidential consultation with patrons regarding research or legislative needs. The present leased warehouse quarters will be filled to capacity by the end of the 1973 biennium. A new building should be designed for library service, with a total area of approximately 100,000 square feet. Estimated cost is \$2,350,000.



Federal funds under Title II of the Library Services and Construction Act may be applied to such a project; depending upon Congressional appropriation, Montana's allocation under this act as it now stands can be as high as \$361,279 for each year.

## **2. PROGRAM: LIBRARY NETWORKS**

### **REQUIRED IMPLEMENTATION ACTION: LEGISLATIVE**

**PRIORITY RANKING: 1 of 3**

### **CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** An additional \$31,843 for 1972 and \$33,676 for 1973 should be appropriated to permit Montana's libraries full participation in present and projected expanded services of the Pacific Northwest Bibliographic Center.

**Discussion:** Proposed expansion of the Pacific Northwest Bibliographic Center to provide significantly better interlibrary loan and reference referral service, consultant training in bibliography, better coordination of regional resources, and more efficient management of the Center depends upon increased support by the participating states (Alaska, Washington, Oregon, Idaho, and Montana) through their state library agencies. Montana presently participates on a restricted basis, permitting service to a limited number of libraries. Proper support of the Center can result in more economical development of library resources for all kinds of libraries within the state.

## **2. PROGRAM: LIBRARY NETWORKS**

### **REQUIRED IMPLEMENTATION ACTION: LEGISLATIVE**

**PRIORITY RANKING: 2 of 3**

### **CATEGORY: INCREASING EXISTING SERVICES, and IMPROVING COORDINATION WITH OTHER AGENCIES OR PROGRAMS**

**Recommendation:** An additional \$4,000 each year of the biennium should be appropriated to permit installation of teletype units at the State Library and at the University of Montana Library,

and to provide for line charges for communication between these two points and with other libraries, in and outside the state.

**Discussion:** The State Library depends upon the resources of the University of Montana to a considerable degree when requests for materials cannot be filled from its own collection. A librarian on the University staff is paid for part-time work by the State Library, to fill requests from that collection. Teletype equipment will permit more rapid transmittal of requests and reports and provide a written record which is not now possible, since telephone communication is used. Installation of teletype would permit further rapid communication with the Pacific Northwest Bibliographic Center, and with major bibliographic centers and library collections throughout the country, saving considerable time in locating and securing resources and information not available within the state.

## **2. PROGRAM: LIBRARY NETWORKS**

### **REQUIRED IMPLEMENTATION ACTION: LEGISLATIVE**

**PRIORITY RANKING: 3 of 3**

### **CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** An additional \$3,000 per year should be appropriated to permit Montana's expanded participation in the Western Interstate Commission on Higher Education (WICHE) Program of Continuing Education for Library Personnel.

**Discussion:** Following a two-year study of the continuing education needs for all types of library personnel within the Western states, WICHE will begin, in September 1970, a full-time program to attack some of these needs. Eight of the WICHE states (Montana not included) provided financial support for the planning phase of this program. During the initial 18 months of the operating program, administrative costs will be borne from WICHE funds, but costs of individual programs will be met by the participating states. The Montana State Library anticipates expenditure of at least \$2,000 for this program in the 1971 fiscal year, and seeks legislative appropriation of \$5,000 for each year in the forthcoming biennium.

**3. PROGRAM: INSTITUTIONAL LIBRARY SERVICE**

**REQUIRED IMPLEMENTATION ACTION:  
LEGISLATIVE**

**PRIORITY RATING: 1 of 2**

**CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** Increased service to residents and inmates of state institutions by opening libraries in institutions where population warrants and where adequate physical facilities are available, and increased development of contract library service from public libraries near the institutions. (FY '72 \$40,620 and FY '73 \$37,000)

**Discussion:** Two institutions (Warm Springs and Deer Lodge) have newly equipped library facilities and full-time librarians through the State Library. The other institutions are presently served by local libraries upon contract with the State Library. The time has come to implement library programs, equipment, and staff in more of the institutions beginning with those with the largest population. Increased service through public libraries is needed in the remaining institutions until libraries can be established in them. In order to increase this service more staff are needed, more equipment will be necessary, and greater contract fees to the public libraries are warranted.

**3. PROGRAM: INSTITUTIONAL LIBRARY SERVICE**

**REQUIRED IMPLEMENTATION ACTION:  
EXECUTIVE**

**PRIORITY RATING: 2 of 2**

**CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** Increased emphasis on integration of the library into rehabilitation and therapy programs in the institutions.

**Discussion:** As library service has been developed in the state institutions, it has increasingly played a larger role in the rehabilitative and therapeutic programs. We have only touched the surface, and can see the ever increasing importance of the library in preparing the residents and in-

mates as responsible citizens in the communities to which they return.

**4. PROGRAM: LIBRARY SERVICE FOR THE PHYSICALLY HANDICAPPED**

**REQUIRED IMPLEMENTATION ACTION:  
LEGISLATIVE**

**PRIORITY RATING: 1 of 3**

**CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** Secretarial support for staff in this program and an additional librarian to handle readers' services and reference requests for blind and physically handicapped persons. (\$10,920 for FY '72 and \$12,030 for FY '73)

**Discussion:** FY '70 saw a 30% increase in patronage. With increased efforts of identifying persons eligible for this service secretarial support (.5) will be needed to handle the growing correspondence. In addition, further professional help will be needed for readers' service and reference. As the program has grown, patrons are making more extensive use of the service in terms of specialized requests. This not only includes specific titles and reference questions, but also the production of these requests onto usable mediums by the handicapped.

**4. PROGRAM: LIBRARY SERVICE FOR THE PHYSICALLY HANDICAPPED**

**REQUIRED IMPLEMENTATION ACTION:  
LEGISLATIVE**

**PRIORITY RATING: 2 of 3**

**CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** Improvement of facilities and equipment in the State Library quarters to house the collection and staff. (FY '72—\$16,675 and FY '73—\$11,075)

**Discussion:** Increased use of the services have produced demands for greater amounts of material in breadth and depth. Each year more materials are available and space is becoming a critical problem, in part caused by the bulkiness

of the material used. Further, as the program grows the need for increased staff causes need for increased work areas. Equipment for the physically handicapped such as page turners and overhead projectors are needed and have so far not been provided. In addition, there is now a growing need for locally produced material to answer specific requests that cannot be filled with existing available material. Recording equipment to fulfill these needs along with duplication of material that is in heavy demand is needed.

#### **4. PROGRAM: LIBRARY SERVICE FOR THE PHYSICALLY HANDICAPPED**

##### **REQUIRED IMPLEMENTATION ACTION: EXECUTIVE**

**PRIORITY RATING: 3 of 3**

#### **CATEGORY: INCREASING EXISTING SERVICES**

**Recommendation:** Increased emphasis on identification of eligible persons and increasing coordination with other state, local and private agencies serving the blind and physically handicapped—to avoid duplication in service, and provide the most comprehensive range of services possible.

**Discussion:** An increased effort is needed to locate eligible blind persons, combined with an even greater effort to locate physically handicapped persons who are now eligible for the program. This effort will largely center on publicity. Public speaking throughout the state to all agencies and associations that are involved with handicapped people, combined with mailings and advertisement through the various media, will be central.



## ANALYSIS OF PROGRAMS

### 1. LIBRARY SERVICE AND DEVELOPMENT

**Service provided:** Library service (information, reference, lending) to officers and employees of state government, local public libraries throughout the state (to supplement their resources), and directly to those residents of the state who have no direct access to public libraries. Consultant advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. Distribution of state publications to depository libraries.

**Objectives:** Through the development of the State Library collection and working with other libraries to provide prompt library service to any employee of the state government; and to have available those materials which public libraries throughout the state may need in order to supplement their own collections. To encourage the development of quality public library service throughout the state in order that every Montanan may have access to good service at the local level.

**Target groups:** All residents of the State are included in the target group for this program.

**Achievements:** Of first importance to the continued development of public library service was the formulation of standards by state library staff and the Montana Library Association, officially adopted by the State Library Commission pursuant to R.C.M. 44-131(8), and published in December 1969 as **Montana Public Library Standards**. This document sets specific goals in the organization of libraries, the development of their services and collections, personnel, and physical facilities. It is the basis for planning future growth of multi-county federations.

During the year, the voters of one county (Beaverhead) approved the establishment of, and levy of taxes for, a county library to participate in the Big Sky Federation. The County Commissioners of two additional counties (Big Horn and Carbon) approved the participation of their counties in a federation demonstration, extending service from the Billings Public Library.

In administering Title II of the Library Services and Construction Act, the State Library Commission approves grants to city and county libraries

to assist in construction of new facilities or in remodeling existing buildings to provide increased and more efficient space for library operation. Congressional appropriations have diminished from a high in 1965 to the lowest since the inception of the program, in 1970.

Within the State Library, book holdings grew by 10,700 volumes (11,381 new volumes, less withdrawals) to a total of 131,028 volumes, the largest count yet achieved by this agency. Circulation of these materials totaled 40,914 items in response to specific requests, 7,809 in collections to schools, and 23,246 in long-term loans to federations and public libraries preparing for federation membership. This is a 36% increase over circulation in FY '69. In addition, 2,909 items were secured for State Library patrons by interlibrary loan from other libraries in the state and through the Pacific Northwest Bibliographic Center.

Growth in service and in the collection indicates that the State Library is meeting more of the needs of the state than before, but continued strengthening of the collection and staff will be necessary to continue to meet the needs of libraries and library users throughout the state.

State government offices continued use of the State Library, and continued examination of this part of the program are underway. Under a grant from the Council on Library Resources, the Deputy State Librarian has begun a series of visits to other state libraries to look at patterns of service which might profitably be adapted for Montana.

#### Cost and Performance Summary:

		FISCAL YEARS		
		Historic 1968-69	Current 1969-70	Projected 1970-71
<b>COST</b>				
Library Service				
operation	\$192,740	\$187,579	\$198,457	
Library Development	492,489	170,022	325,978	
<b>PERFORMANCE</b>				
State Library				
collection				
(volumes)	120,328	131,028	142,000	
State Library				
circulation	52,797	71,968	85,000	
Counties participating				
in federations or				
demonstrations	16	18	19	
Construction projects				
completed	4	2	3	

## 2. LIBRARY NETWORKS

**Service provided:** Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection. Telephone communication is used for the bulk of requests from local libraries to the State Library, and from the State Library to other resource centers within the state.

**Objectives:** To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

**Target groups:** Because this program is designed to improve access to all library materials for all Montanans, the target group is the entire state population.

**Achievements:** In fiscal 1970, in an experiment to determine the feasibility of a centralized cataloging-processing operation for the state, the State Library funded a demonstration at the Billings Public Library to handle acquisitions for itself, the Helena Public Library, a number of small public libraries, and the Billings elementary school libraries. This program has been determined a success, and the participating libraries will continue, paying their own share of costs.

Increasing use of an interlibrary lending network saw a 75% increase in the number of items obtained from other libraries for individuals and libraries depending upon the State Library. 2,909 items were recorded as received from other libraries; in addition 393 requests were forwarded to the Pacific Northwest Bibliographic Center on behalf of Montana public libraries.

The State Library has been represented on a state-level committee to work toward better access to medical library resources during the year, and staff has participated in planning toward expanded services from the Pacific Northwest Bibliographic Center.

**Cost and performance summary:** Although the benefits of better communication are diminishing

the barriers that may separate the library user from the material which he needs, the following statistics do indicate some of the progress in this program:

	— FISCAL YEARS —		
	Historic 1968-69	Current 1969-70	Projected 1970-71
<b>COST</b>	\$41,610	\$47,639	\$45,597
<b>PERFORMANCE</b>			
Volumes cataloged through processing center	0	6,390	9,000
Interlibrary loan transactions	1,667	2,909	3,600

## 3. INSTITUTIONAL LIBRARY SERVICE

**Service provided:** Library service to residents and inmates of state-supported institutions, through the following means: maintaining a library with proper collection and staff on site; providing consultant assistance and loan of materials to already established library facilities; contracting with a strong public library in the area to provide library service through bookmobile, deposit of books, and open access to that library's collection.

**Objectives:** To offer to inmates and residents of the institutions a high-quality library service equal to that available in the best public libraries, and the integration of that service with rehabilitation and therapy programs in the institutions.

**Target groups:** Residents and inmates of state institutions, about 3,500 persons.

**Achievements:** The year's most dramatic achievement in this program was the completion of plans, and letting of a contract for remodeling a room at the State Prison, to provide for the first time adequate quarters for the prison library program. This institutional facility in inadequate and poorly located space has continued to show impressive gains in use.

The Patient Library at Warm Springs State Hospital has increased its service to patients on closed wards and usage of the library by patients on open wards has increased.

Remaining institutions, served by local public libraries, have had increased service during



the year, and the needs for further development of this service were discussed at a meeting in February 1970, attended by representatives of each of the institutions as well as the libraries concerned.

**Cost and Performance Summary:**

	— FISCAL YEARS —		
	Historic 1968-69	Current 1969-70	Projected 1970-71
<b>COST</b> .....	\$65,971	\$73,078	\$79,140

**PERFORMANCE:** (two examples)

Circulation, State			
Prison .....	20,138(1)	28,631	35,000

Cumulative total of patients using library, Warm Springs .....	7,579	14,355	19,000
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(1) Library opened September 1968

**4. LIBRARY SERVICES FOR THE  
PHYSICALLY HANDICAPPED**

**Services provided:** General library service to any resident of the state who because of a visual or physical handicap is unable to read normal print or to hold a book or magazine or turn pages. The program provides Talking Books and Talking Book machines; books on magnetic tape; Cassette players and books on Cassette tapes; large type books; and a contract with the regional library in Seattle, Braille materials.

**Objectives:** To make available to this group the variety and depth of library materials available to an unhandicapped sighted person.

**Target group:** Visually and/or physically handicapped persons who because of disability are unable to use conventional library materials.

**Achievements:** During the fiscal year, the number of persons using this program increased by 30%, to a total of 796. In addition some 400 persons in state institutions are regular Talking Book users. Cassettes and Books on Cassette Tapes were introduced this year, offering a needed service to students as well as all others for whom portability in machine size is useful. New titles to the collection numbered 439. Periodical titles now total 39. Increased contacts with physicians, ophthalmologists, nursing home operators, hospital administrators, as well as close coordination with the Division of Visual Services of the Department of Welfare have helped to identify more persons eligible for this service.

**Cost and Performance Summary:**

	— FISCAL YEARS —		
	Historic 1968-69	Current 1969-70	Projected 1970-71
<b>COST</b> .....	\$27,332	\$31,252	\$35,372

**PERFORMANCE**

Individuals using service regularly at end of year.....	614	796	1,200
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# PROGRAM COSTS BY OBJECT OF EXPENDITURE AND SOURCE OF FUNDING

1969-70 Fiscal Year

## PROGRAM— LIBRARY SERVICE AND DEVELOPMENT

OBJECT OF EXPENDITURE	
Personal Services .....	\$ 70,967
Operations .....	79,834
Capital .....	36,778
Grants and Benefits .....	170,022
	\$357,601
Total Expended .....	\$357,601

SOURCE OF FUNDING	
General Fund .....	\$111,502
Federal and Private Revenue Fund—Library Commission Account ..	32,241
Federal and Private Grant Clearance Fund—Library Development Account .....	213,858
	\$357,601
Total Expended .....	\$357,601

## PROGRAM— LIBRARY NETWORKS

OBJECT OF EXPENDITURE	
Personal Services .....	\$ 20,980
Operations .....	24,504
Capital .....	955
Grants and Benefits .....	1,200
	\$ 46,639
Total Expended .....	\$ 46,639

SOURCE OF FUNDING	
General Fund .....	\$ 5,000
Federal and Private Revenue Fund—Library Commission Account	16,000
Federal and Private Grant Clearance Fund—Library Commission Account .....	26,639
	\$ 46,639
Total Expended .....	\$ 46,639

# PROGRAM COSTS BY OBJECT OF EXPENDITURE AND SOURCE OF FUNDING

1969-70 Fiscal Year

## PROGRAM— INSTITUTIONAL LIBRARY SERVICE

### OBJECT OF EXPENDITURE

Personal Services .....	\$ 22,300
Operations .....	13,117
Capital .....	36,461
Grants and Benefits .....	1,200
Total Expended .....	<u>\$ 73,078</u>

### SOURCE OF FUNDING

General Fund .....	\$ 36,000
Federal and Private Revenue Fund—Library Commission Account.....	35,878
Federal and Private Grant Clearance Fund— Library Development Account .....	1,200
Total Expended .....	<u>\$ 73,078</u>

## PROGRAM— LIBRARY SERVICE FOR PHYSICALLY HANDICAPPED

### OBJECT OF EXPENDITURE

Personal Services .....	\$ 16,849
Operations .....	1,528
Capital .....	11,675
Grants and Benefits .....	1,200
Total Expended .....	<u>\$ 31,252</u>

### SOURCE OF FUNDING

General Fund .....	\$ 5,000
Federal and Private Revenue Fund—Library Commission Account.....	25,052
Federal and Private Grant Clearance Fund— Library Development Account .....	1,200
Total Expended .....	<u>\$ 31,252</u>

## STATE LIBRARY STAFF

June 30, 1970

Mrs. Ruth O. Longworth.....	State Librarian
George Blank .....	Janitor
LeRoy Bucy.....	Clerk II
Mrs. Thyra Clay.....	Librarian III
Miss Alene Cooper.....	Administrative Assistant
James Flick.....	Library Assistant
Mrs. Florence Griffiths.....	Clerk-Typist II
Miss Victoria Hansen.....	Library Assistant
Mrs. Judy Hester .....	Secretary
David Hoffman.....	Deputy State Librarian
Frank Lowrance.....	Coordinator of Grant Programs
James Moody.....	Library Assistant
Mrs. Donna O'Leary.....	Clerk-Typist II
Mrs. Lorraine Russell.....	Clerk-Typist I
Mrs. Wanda Thompson.....	Clerk-Typist II
Mrs. Darleen Tiensvold.....	Library Assistant
Mrs. Carmen Woods.....	Business Office Manager

## SUMMARY OF GENERAL FUND APPROPRIATIONS

1945-46	\$ 10,000.00	1958-59	\$ 31,173.00
1946-47	\$ 10,000.00	1959-60	\$ 39,272.00
1947-48	\$ 12,716.08	1960-61	\$ 39,272.00
1948-49	\$ 12,865.90	1961-62	\$ 46,335.00
1949-50	\$ 15,208.12	1962-63	\$ 46,335.00
1950-51	\$ 15,949.00	1963-64	\$ 52,994.00
1951-52	\$ 14,562.00	1964-65	\$ 52,994.00
1952-53	\$ 14,889.72	1965-66	\$ 75,000.00
1953-54	\$ 15,676.00	1966-67	\$ 75,000.00
1954-55	\$ 15,676.00	1967-68	\$100,000.00
1955-56	\$ 21,507.00	1968-69	\$100,000.00
1956-57	\$ 21,507.00	1969-70	\$157,500.00
1957-58	\$ 31,173.00	1970-71	\$161,600.00





